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Personnel

SEXUAL ASSAULT FACTS AND EDUCATION

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This instruction implements the 35th Fighter Wing *Sexual Assault Facts and Education (SAFE)* program. This instruction establishes the purpose, responsibilities and procedures for effective administration of the SAFE program, including initial and recurring training. The provisions of this instruction apply to all USAF personnel stationed at Misawa Air Base.

1. General Information.

1.1. Program Objectives: The SAFE program was established to deter and prevent sexual assaults as well as outline and promote education about victim care in the event a sexual assault occurs. The program seeks to ensure everything possible is done to eliminate sexual assaults.

1.1.1. SAFE is a function of leadership, education, and personal accountability.

1.1.2. The goal of the program is to deter and prevent sexual assaults on Misawa AB. In the event there is an alleged sexual assault or rape, the program seeks to provide education on support programs and services available to both the alleged victim and subject.

1.1.3. The program goal will be accomplished through various education programs to include: the initial and annual gender separate briefings, Airman Leadership School (ALS) classroom training, First Term Airmen Center (FTAC), the Noncommissioned Officer Professional Development Program (NCOPD), commander calls, and commander off-site briefings/discussions. The initial/annual training will be offered monthly and will cover all aspects of SAFE training including initial training and annual training as well as deployment training.

1.2. SAFE Task Force members include: 35 FW/CC, 35 FW/CV (Task Force Leader), 35 GP/CCs, 373 IG/CC, 35 FW/CCC, 35 FW/MEO, 35 SFS/CC, 35 FW/HC, 35 FW/PA, 35 FW/JA, 35 MDG/SGOFH, 35 MDG/SGH, AFOSI, First Sergeants, Top 3 Rep, First 4 Rep and Focus 5/6 Rep.

1.3. SART (Sexual Assault Response Team) members include: AFOSI, 35 FW/JA, 35 SFS/CC, 35 FW/HC, 35 MDG/SGOPE (Emergency Room), 35 MDG/SGOH (Life Skills), Victim Support Liaison.

2. Responsibilities.

2.1. 35th Fighter Wing Commander (FW/CC): Exercises overall responsibility for managing the SAFE program.

2.1.1. Formulate and oversee initial and recurring SAFE training programs for all USAF members and civilian employees assigned to Misawa AB.

2.1.2. Periodically review the SAFE program with other senior leaders, share his/her philosophy on sexual assault prevention and bring in guest speakers to provide the latest information on the subject.

2.1.3. Include the SAFE program as a topic of discussion during the FW/CC's FTAC classroom visit.

2.2. 35th Fighter Wing Vice Commander (FW/CV): Is the SAFE Task Force Leader and is responsible for the following.

2.2.1. Direct when the task force will meet and determine its agenda items.

2.2.2. Ensure pertinent SAFE topics are placed on the Community Action Information Board (CAIB) agenda and discussed.

2.2.3. Approve any use of network log-in slides for SAFE promotion.

2.2.4. Exercise oversight of victim support liaisons (VSLs) and ensure the liaisons have direct access to him/her and community support agencies when circumstances warrant.

2.3. Unit Commanders.

2.3.1. Will regularly address SAFE topics during commander's calls.

2.3.2. Ensure records of squadron personnel requiring and attending annual SAFE training are kept.

2.3.3. Assess and track suspect's and victim's ability to deal with the stresses of an investigation and the military justice process.

2.4. 35th Fighter Wing MEO Office.

2.4.1. MEO is the lead agency responsible for the education portion of the SAFE program and is responsible for the following.

2.4.1.1. Developing and implementing the SAFE Program at the direction of the 35 FW/CC and 35 FW/CV.

2.4.1.2. Providing initial and annual SAFE briefings divided by gender. These briefings will emphasize risks, responses and consequences of sexual assault at both Misawa Air Base and in the deployed area of responsibility (AOR).

2.4.1.3. Distributing SAFE wallet cards to all incoming personnel at the wing's newcomer's orientation/SAFE briefings.

2.4.1.4. Conducting SAFE training during Airman Leadership School (ALS), and at Non-Commissioned Officer Professional Development training. This training is geared toward reinforcing a cultural change and giving supervisors a tool in dealing with sexual assault incidents.

2.4.1.5. Providing support to squadron commanders at commander's calls.

2.4.1.6. Overseeing, creating, distributing, and posting SAFE posters in high visibility areas. Author awareness articles for base newspaper, AFN public service announcements and developing pop-up screens.

2.5. Air Force Office of Special Investigation (AFOSI).

2.5.1. Act as lead agency for investigating, preserving and collecting crime scene evidence and ensuring sexual assault protocol is performed.

2.5.2. Immediately notify the wing commander of a sexual assault investigation and provide updates on the investigation's progress.

2.5.3. Coordinate with JA during the course of the investigation and notify other base agencies as required during the investigation. OSI, JA, and SFS will cross-flow information concerning sexual assaults on weekly basis and provide the wing commander with, at a minimum, a monthly update of case progression.

2.5.4. Provide support, as needed, to squadron commanders.

2.6. 35th Fighter Wing Judge Advocate (JA).

2.6.1. Act as lead agency for the Victim Witness Assistance Program (VWAP). The Chief, Military Justice or designee will provide initial/recurring VWAP training to the SAFE Task Force members, team agencies, Victim Witness Liaisons (VWLs), first sergeants, and commanders IAW AFI 51-201, Chapter 7. JA will also conduct the following.

2.6.1.1. Assign an on-call VWL to all victims of a sexual assault.

2.6.1.2. Ensure each victim is informed of all needed services from base agencies.

2.6.1.3. Inform victims of case progression and ensure victims are aware of all of his/her rights under VWAP.

2.6.1.4. Provide VWAP training to SAFE team agencies (AFOSI, JA, Life Skills, Chief of Hospital Services, MEO, HC, and SFS), VWLs, first sergeants and commanders on an annual basis at a minimum.

2.6.2. Provide updates on the investigation's progress to FW/CC and other agencies as required.

2.6.3. Provide support to squadron commanders.

2.6.4. Provide commanders written legal reviews upon receipt of sexual assault reports of investigation.

2.6.5. Solicit victim feedback for the purpose of improving support per AFI 51-201, paragraph 7.17.

2.6.6. Maintain a coordinated database with OSI and SFS containing references to all sexual assault cases arising on PACAF installations or involving PACAF personnel.

2.7. 35th Security Forces Squadron (SFS).

- 2.7.1. Provide initial response/crime scene security for reported sex offenses.
- 2.7.2. Immediately notify AFOSI of alleged sexual assaults and coordinate investigative responsibility.
- 2.7.3. Notify Wing Command Post (WCP) and other base support agencies as required.
- 2.7.4. Ensure victims and witnesses are notified of and afforded rights under the Victim Witness Assistance Program.

2.8. 35th Medical Operations Squadron Life Skills (LSSC).

- 2.8.1. Provide counseling services to alleged victims and/or suspects in sexual assaults. Counseling will be conducted as long as required.
- 2.8.2. Provide training to the SAFE team on current issues involving sexual assaults.
- 2.8.3. Provide support, as needed, to squadron commanders.
- 2.8.4. Responsible for ensuring the Serious Incident Victim Pamphlet is updated and distributed as required.

2.9. 35th Fighter Wing Chapel (HC).

- 2.9.1. Provide immediate 24/7 response to all individuals involved in an alleged sexual assault, both victim and subject, through the duty chaplain. Counseling will be conducted as long as required.
- 2.9.2. Provide access to support groups for victims.
- 2.9.3. Provide support, as needed, to squadron commanders.

2.10. 35th Mission Support Squadron.

- 2.10.1. The 35 MSS/MPF is responsible for ensuring all new personnel arriving to Misawa AB are scheduled for initial SAFE Training within 90 days of arrival. This will be accomplished by adding this training to the base inprocessing checklist.
- 2.10.2. Coordinates with MEO for scheduling training dates.

3. Wing Training and education programs include:

- 3.1. The SAFE briefings, the video, and the integration of sexual assault messages into the initial training, annual training, deployment training, newcomers brief, the warrior brief, ALS and NCOPD.
- 3.2. Unit commanders holding commander's calls where the commander will regularly address SAFE topics. Commanders may choose, at their discretion, to conduct briefings, or have SAFE team members selected by the commander (AFOSI, JA, Life Skills, Chief of Hospital Services, MEO, HC and SFS) conduct briefings on SAFE topics such as sexual assault prevention, implications and follow-on care.
- 3.3. SAFE training as part of the FTAC curriculum to include an additional viewing of the SAFE video.

- 3.4. Computer network login flash screens used to display up to date messages regarding sexual assault deterrence and incidents to the base population.
- 3.5. SAFE wallet cards issued to all personnel during in processing/initial briefing.
- 3.6. SAFE posters displayed in dormitories and other high visibility/frequently visited areas around Misawa AB.
- 3.7. 35 FW/JA and 35 FW/PA will publish articles in the base newspaper concerning court-martial convictions and non-judicial punishment administered as a result of sexual assault incidents.
- 3.8. Victim Support Liaison (VSL) Program.
 - 3.8.1. The term VSL will be interchangeable with Naval Air Facility Misawa's term Sexual Assault Victim Intervention (SAVI) Advocate. The role of the VSL is to focus solely on the alleged victim of an alleged sexual assault and to support him/her throughout the process. Victim support will continue as long as needed regardless of whether the case is prosecuted.
 - 3.8.2. The Family Advocacy Officer will serve as the OPR to facilitate orientation/education for VSLs. VSLs will perform duties IAW [Attachment 1](#).
 - 3.8.3. The VSL will keep the chain of command informed of the process and the victim's well being.
 - 3.8.4. VSLs may be appointed from all base units except JA and Military Treatment Facility (MTF) by 35 FW/CV.

WILLIAM J. REW, Brigadier General, USAF
Commander

Attachment 1

VICTIM SUPPORT LIAISON GUIDELINES

First Contact:

A1.1. After introducing yourself, try to find a private place to talk (such as a waiting room, break room, outside, etc.). Treat the victim with sensitivity and dignity at all times.

A1.2. Ensure the victim understands the limits of the privacy protection you can provide (strict, official need to know, but not confidential communications). You can inform them that only a Chaplain has absolute confidentiality.

A1.3. Discuss your role as the VSL – to listen, support, and empathize with the victim. When appropriate, let them know that you are not a counselor, but you can provide them with emotional support. Also, you can assist them by providing limited information about the process they may go through. More than likely, the victim already will have some information about the process he/she will go through. You can offer them a drink or snack only after they finish the rape kit. Make sure the victim knows she/he does not have to disclose any details of the alleged assault to you (and, generally, should not). Do not solicit details of the assault.

A1.4. You can assist in arranging transportation for the victim. You should not transport the victim in your POV. Usually the First Sergeant can make the travel arrangements. If the victim is at Security Forces (SF), a SF officer can provide the transportation. If the victim is in need of services (chaplain, legal appointment, counseling, etc.), contact any of the agencies below (see item 10).

A1.5. If warranted, the victim will be asked to submit to a forensic examination. Usually an OB physician or ER physician will conduct the examination and a medical technician will assist the physician. The examination may either take place in a clinic at the Military Treatment Facility (MTF) or the ER. The physician will use the rape kit to conduct the examination. The victim can refuse the rape kit or any part of the rape kit. If the victim refuses the rape kit, inform the physician. Only the physician can release the victim from the MTF.

A1.6. The victim will be asked to submit to an Air Force Office of Special Investigation (AFOSI) interview. You may accompany them in the interview, but ask the AFOSI agent prior to going into the interview room. It is important that you remain calm during this interview and don't interrupt the interview unless you feel strongly that the victim needs a break. If he/she needs a break, politely ask the agent if the victim can take a break. Usually, the agent will allow several breaks throughout the interview. Remember, the agent's job is to gather details about the incident. Ask the agent if the victim can go home (she/he still may need to go to the ER). Talk with the victim after the interview and ask how she/he is doing. Ask if they need a ride home or if they would like you to call a friend. You can contact the First Sergeant if there is not a friend available. If their reaction to the interview is significant, you can suggest he/she see a Chaplain or Life Skills provider.

A1.7. You should not give your home or work number to the victim. If they want to contact you, give them the number of the SAVI Coordinator. The SAVI Coordinator can contact you, and you can contact the victim.

A1.8. Ensure immediate safety and physical needs of victim. Usually you will have first contact with the victim at SFS or the ER, so the victim should be safe and kept away from the alleged offender. If in some rare circumstance you meet with the victim at another location, ask where the alleged offender is and ensure there is no contact between the victim and offender. If the victim appears to be in physical pain or if they report physical pain, encourage them to go the ER and inform SFS or First Sergeant, which ever is most appropriate. Accompany the victim to the ER, but again, don't provide the transportation yourself.

A1.9. If the victim expresses suicidal ideation (SI) or homicidal ideation (HI), let them know you have to ensure their safety by informing their First Sergeant, the ER or Life Skills. If they do not wish to go to Life Skills, you can suggest a Chaplain. It is important that you do not leave the victim alone and to ensure he/she receives the necessary help. If they do not express any SI or HI, but appear to be very distraught; you can suggest they see a Chaplain or Life Skills provider.

A1.10. The VSL can contact the following individuals/agencies for support:

Sexual Assault Victim Intervention (SAVI) Coordinator at 226-4094 or pager 172-0095

Staff Judge Advocate (SJA) at 226-4022/3033 or on-call at 090 5231 6883 or 6884

Command Post at 226-9804/9880

Any Commander or First Sergeant by contacting the Command Post

Emergency Room (ER) at 226-6647

Family Advocacy Officer or designee/Life Skills at 226-3230 if you need to contact a Life Skills provider during off duty hours, you can contact the ER or Command Post and they will ask the provider to call you back.

Chapel at 226-4630; if it's during non-duty hours you can contact the Command Post and they will ask the Chaplain on-call to call you back.

Follow-up and Tracking

A1.11. Provide continued support at whatever levels the victim requires and that is available. Allow the victim's actions to guide you, within the law. Report to the SJA regularly ([Attachment 2](#)). The SJA will keep command (to include the vice commander) informed.

A1.12. Make personal contact with the victim at least every 2-3 days initially. Do this to check how well the victim is coping and see how responsive the system is to the victim. Continue until the victim agrees to terminate or scale back the contact.

A1.13. Work with appropriate installation agencies to ensure that the victim is kept reasonably informed if prosecution of the perpetrator is on going. (Coordinate your activities with the legal office's VWAP liaison to avoid inconsistent information and services.)

A1.14. Should the victim be transferred to another installation, work with appropriate agencies to ensure that the victim is not dropped from care. In the event the victim leaves the Military or PCS'es, discuss available services and offer to make initial contact.

Attachment 2**REPORTING FORM FOR VSLs**

If you make contact with a victim, report the following to the SJA within 24 hours.

Name of Victim?

Date?

Location and date of assault?

Alcohol involved for alleged offender?

Alcohol involved for alleged victim?

Follow-up reporting

1 week – report overall condition of the victim, any victim concerns

1 month – “”

2 month – “”